

Appendix 1 - Model # 5

Letter Transmitting Sample Cases to be Reviewed

(Name)
(Address)

Dear (Name):

Thank you for your response to our request for documentation. It has been very helpful in our preparation for the upcoming monitoring review.

We have selected samples to review from the CMS reply listings and from the universes we previously requested from you. Enclosure I explains the documentation required for the sample review in each category. Optional sentence to be used when the cases selected for review are on an enclosed printout: Enclosure II lists the specific cases we have chosen for review. Optional sentence to be used when the cases selected for review are on a diskette: We are also enclosing a diskette, which contains the specific cases we have chosen for review. Optional sentence when review will be performed onsite: Please have these available for us when we arrive. Optional sentence when review will be performed in the office: Please send the sample case files to our office no later than [date (three weeks before the review)].

Optional paragraph to be used when the verification calls to the institutions for the institutional review sample are performed in the office: For each of the members selected for the institutional sample, please send us the name and address of the institution and the name and telephone number of your contact at the institution no later than [date (three weeks before the review for reviews performed in the office/one week before the review for reviews performed onsite)]. We will use this information to verify that the facility meets the definition of an institution for purposes of institutional reporting and to confirm with the facility that you verify the members' continued institutional status monthly.

Thank you for your cooperation in helping us prepare for the monitoring review. If you have any questions please contact me at (telephone number).

Sincerely,

(Name)
(Title)

Enclosures